

## TREASURER-TAX COLLECTOR

## POLICY DESCRIPTION FORM

Department/Group: Central Collections Budget Code: AAA TCC  
 Title: Seasonal Positions

PRIORITY: Rank 2 of 2 FUNDING: Full Year ☒ Other ☐ \_\_\_\_\_ Months

ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: Clearly explain the impact on services (attach additional pages if required)

Public Service Employees are vital to Central Collections operations. The division uses PSE's as seasonal employees and to supplement full-time employees who are on long-term sick leave or occupied due to increased workload demands such as the AB3000 system revision. Central Collections strives to provide excellent customer service and without the ability to hire PSE's when needed, the quality of our service and collections may decline. Without PSE staff, collection staff may also be pulled to staff the front counter and fill other support functions, thereby pulling them from collection activities.

The costs of all of these positions are reimbursed 100% through reimbursement revenues.

	2003-04	Ongoing 2004-05
<b>APPROPRIATIONS</b>		
Salaries & Benefits (attach additional page if required)	\$ 74,254	\$ 76,482

## CLASSIFICATIONS

Budgeted Staff	Title	Amount
1.0	Public Service Employee	18,609
1.0	Public Service Employee	18,951
1.0	Public Service Employee	18,347
1.0	Public Service Employee	18,347

Services & Supplies

Other (specify) \_\_\_\_\_

Equipment

## FIXED ASSETS

Item	Amount
_____	_____
_____	_____
_____	_____

Reimbursements (specify) \_\_\_\_\_

Total: \$ 74,254 \$ 76,482

REVENUE (specify source)

9285 – Accounting Services	18,347	18,897
9315 – Institution Care & Services	37,560	38,687
9610 – Collection Fee	18,347	18,898

Total: \$ 74,254 \$ 76,482

LOCAL COST \$ 0 \$ 0